ARTIFICIAL INTELLIGENCE (AI) GUIDANCE for Student Use

Artificial intelligence (AI) is rapidly changing how we learn and create. AI tools can be powerful resources for students, offering new ways to explore ideas, conduct research, and express creativity. Students may use digital programs, including AI tools, as learning resources, if they have a signed Technology Responsible Use Form (TRUF) and the program has been approved by the school. These guidelines are designed to help you use AI responsibly and ethically in your education.

Responsible AI Use

Evaluating AI Output

Never rely solely on AI-generated content. Always review and critically assess outputs from AI tools before submission or dissemination to ensure accuracy and originality. Check facts, look for logical errors, and consider whether the tone and style are appropriate for the task. These are often known as AI hallucinations.

AI and Responsibilities

Use AI tools safely and responsibly. Make sure you understand and follow school and department rules (like those in Chapter 19). This means you should never use AI for illegal activities, to create inappropriate content, or to harm others. Misuse of AI could result in disciplinary action.

Bias & Misinformation

Be aware that AI-generated content may possess biases or inaccuracies because of the data it was trained on. Always verify results from AI tools using trusted sources, such as your teacher, librarian, reputable organizations, or primary sources, before using the content in academic work.

Transparency

Any use of AI to aid assignments, projects, or research must be declared. Transparency is important for ethical reasons, to ensure you get proper credit for your own work, and to allow teachers to accurately assess your learning.

The recommendations outlined in this document will be updated based on ongoing research and development in the field of artificial intelligence.

Ethical Use of AI

Assessments

AI tools may be used as a tutor or studying assistant to prepare for assessments, such as exams or quizzes by generating practice questions or summarizing complex topics. It should not be used in the context of completing exams or quizzes unless explicitly stated. It's important to develop your own understanding and not rely on AI to do the work for you.

Assignments

Always check with your teacher for guidance on the acceptable use of AI on assignments, including any limitations. Teachers may have varying expectations for different assignments. If you are unsure, it's always best to ask.

Citing AI Content

It is important to do your own work and avoid submitting AI-generated content as your own. Any AI-generated content used in assignments must be appropriately cited; its use must be disclosed and explained. Refer to the HIDOE AI Website for citation guidelines for proper formatting.

MLA Style - Generative AI | APA Style - ChatGPT | Chicago Style - Generative AI

Plagiarism

Using AI to generate answers or complete assignments without proper citation is plagiarism. Remember the principles of responsible AI use and avoid any actions that violate academic integrity. To avoid plagiarism, be transparent about your use of AI and cite any AI-generated content appropriately.

Privacy and AI

Data Collection

Parents, guardians, and students will be informed of any data collection initiatives involving AI, and consent will be sought when applicable.

Personal Information

Protect your privacy. Avoid sharing sensitive personal information like your full name, address, phone number, or school details with AI tools. If you have any questions, ask a teacher or parent. Protecting your information helps prevent identity theft and maintains your privacy.

Third-Party AI Tools

Only use authorized AI tools approved by the school. A list of approved services is available on the school website or by request. The school approves certain AI tools to ensure they are safe, protect your privacy, and are appropriate for your age.

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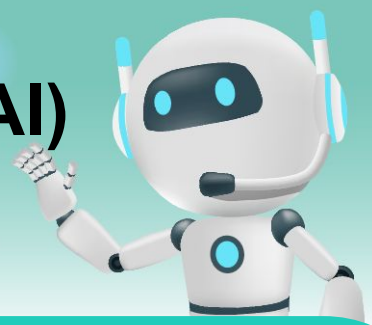

1 APPROVAL

To use AI for schoolwork, you'll need your teacher's approval. Ask them for guidance, they want to help you succeed!

2 PRIVATE/PERSONAL INFORMATION

Never share private Information with AI. This includes information such as your full name, address, phone number or anything else that could be used to identify you.

3 BIAS AND MISINFORMATION

Remember, AI isn't always right! AI can make mistakes and may even reflect biases in the data it was trained on. Work with your teacher or librarian to find trustworthy sources and check if the information is accurate.

4 SAFETY

Use AI responsibly and ethically. AI is a powerful tool and should be used to create positive and truthful content. Avoid using AI to generate harmful or false information.

5 TRANSPARENCY / CITATION

Any use of AI to aid assignments, projects, or research must be declared. If you use AI-generated content in your work, credit the tool used and never represent AI-generated material as your original work.

Consistent with our mission to provide a quality education for all students, the Hawaii Department of Education embraces the opportunities of Artificial Intelligence (AI) technologies, and seeks to prepare students for a world where such tools will be commonplace. However, it may not always be clear how or when these technologies can be used to assist with classroom assignments and homework. The above guidelines will help students and educators determine when it is appropriate and inappropriate to use AI in HIDOE schools. Provided they have obtained parental consent via the Department's Technology Responsible Use Form (TRUF).

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